COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR PRIVATE VENUES AND EVENTS

This checklist is adapted from the State’s issued guidelines for this sector and is supplemental to the Guidance for Private Venues and Events. The checklist is a summary and contains shorthand for some parts of the guidance. Businesses should be familiar with the guidance before completing this checklist.

CONTENTS OF WRITTEN WORKSITE SPECIFIC PLAN

☐ The person(s) responsible for implementing the plan.
☐ A risk assessment and the measures that will be taken to prevent the spread of the virus.
☐ Training and communication with employees on the plan.
☐ A process to check for compliance and to document and correct deficiencies.
☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate workplace contacts of infected employees until they are tested.
☐ Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

INDIVIDUAL CONTROL MEASURES AND SCREENING

☐ Encourage workers and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.
☐ Provide resources to promote personal hygiene.
☐ Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer.
☐ Face coverings are strongly recommended when employees are in the vicinity of others.
☐ Post signage in strategic and highly-visible locations and in reservation confirmations, to remind the public that they should use face coverings, practice physical distancing, to not touch their face, to frequently wash their hands with soap for at least 20 seconds, and to use hand sanitizer.
☐ Guests and visitors should be screened for symptoms upon arrival, asked to use hand sanitizer, and to bring and wear a face covering when not eating or drinking.
☐ Display a set of clearly visible rules for customers and personnel at entrance(s) that are to be a condition of entry.

VENTILATION

☐ Provide fresh air ventilation to the spaces with highest density of occupants, as well as areas where participants may be unmasked.
☐ Decrease occupancy in areas where outdoor ventilation cannot be increased.
☐ Consider implementing use of fans to increase effectiveness of open windows.
☐ Consider mechanical ventilation system upgrades to increase delivery of clean air.
☐ Consider Portable Air Cleaners in rooms and areas where mechanical and passive ventilation cannot be improved.
CLEANING AND DISINFECTING PROTOCOLS

- Employers must implement cleaning and disinfecting procedures, as defined within the Cal/OSHA COVID-19 ETS. Cleaning and disinfecting must be done in a manner that does not create a hazard to workers. CDPH guidance does not impose any additional requirements beyond those under the ETS.

- Perform thorough cleaning in high traffic areas such as customer waiting areas and lobbies, employee break rooms, etc., and areas of ingress and egress, including stairways and elevator banks.

- Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.

- Provide hand sanitizer dispensers throughout activity areas, lobbies, and service areas, for use by customers and employees.

- Provide time for workers to implement cleaning practices during their shift. Assign cleaning assignments during working hours as part of the employee’s job duties.

- Install hands-free devices, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.

- Thoroughly clean and disinfect each customer activity area after every use.

- Encourage the use of debit or credit cards by customers, for example, through signage.

- Provide time for workers to implement cleaning practices during their shift.

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

- Provide resources to promote employees’ personal hygiene.

- Inspect deliveries and take all necessary and feasible disinfection measures when receiving goods.

- Consider improvements to air and ventilation in offices and other spaces.

PHYSICAL DISTANCING GUIDELINES

- Avoid in-person meetings unless allowed in Blueprint for a Safer Economy based on county Tier and, if they are necessary, adjust them to ensure physical distancing and use smaller individual meetings at facilities to maintain physical distancing guidelines.

- Provide a single, clearly designated entrance and separate exit to help maintain physical distancing where possible.

- Create outdoor break areas with shade coverings and seating arrangements that ensure physical distancing, as practicable.

- Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.
Where possible, create outdoor break areas with shade coverings and seating arrangements that ensures physical distancing.

- Sign-in areas should be set-up at multiple stations to maintain physical distancing.
- All public areas and lobbies should be configured to include wider aisles and orderly queues, where needed. Some walkways should be designated “one way.”
- Dedicate workers during event breaks, mealtimes, etc., to ensure orderly exit from and entrance to facility areas. Use workers to preserve appropriate space in queuing areas and help attendees understand where lines begin as additional space may make it difficult to see where to stand.

ADDITIONAL RECOMMENDATIONS FOR DINING AND FOOD SERVICE

- Attendants, bussers, and other workers moving items used by attendees (dirty cups, plates, napkins, etc.) or handling trash bags should wear disposable gloves (and wash hands before putting them on and after removing them) and be provided aprons that are changed frequently.
- Shared items, such as condiment bottles, shakers, etc., should be supplied as needed upon request and hand hygiene should be used before each use.

ADDITIONAL RECOMMENDATIONS FOR ENTERTAINMENT, AUDIO VISUAL, PHOTOGRAPHY/ VIDEOGRAPHY

- Encourage the use of microphones to decrease voice projection. Disinfect all communication technology before and after each use.
- Lavalier microphones should be put on only by the person using it versus the provider, for instance the disc jockey or videographer.
- Disinfect lavalier microphones and transmitters before and after each use, according to manufacturer’s directions, and replace lavalier mounting components that cannot be thoroughly cleaned.
- Microphones should not be shared between entertainers and/or event attendees, if possible. If event attendees will be using a microphone for speeches, etc., a separate microphone should be provided.
- Purchase microphone covers to help assist with the sharing of microphones during the event.
- An overhead mic or mic stand should be used so that visitors or employees do not have to touch the microphone.
- All high-touch equipment: microphones, mic stands, presentation remotes, and audio/video cables should be disinfected frequently and between use by different persons. Equipment should be dedicated to individual users where possible or disinfected after each use.
- All equipment should be handled by the relevant vendor whenever possible.
Photo booths should only be used by members of the same household at a given time. Open air photo booths are strongly encouraged.

Signage indicating only group photos with members of the same household only should be displayed.

If props are used, ensure hand sanitizer is available for use prior to use.

After each use, all communal touched surfaces, like touch screens, should be cleaned frequently by the photobooth attendant.